

## Penalty Matrix

Nature of Violation(s)	Range of Recommended Actions
<b>1<sup>st</sup> occurrence – violation(s) of the Act, Rules, and/or USPAP that do not, individually or collectively, constitute evidence of a serious inability or unwillingness to comply</b>	<b>First-time violator letter with acknowledgement of violation and/or administrative penalty of \$100 to \$500 per violation</b>
<b>1<sup>st</sup> occurrence – violation(s) of the Act, Rules, and/or USPAP that, individually or collectively, constitute evidence of a serious but remediable deficiency</b>	<b>First time violator letter with agreement to take remedial course work and/or to adopt preventive policies and procedures and/or administrative penalty of \$250 to \$1,000 per violation</b>
<b>1<sup>st</sup> occurrence – violation(s) of the Act, Rules, and/or USPAP that, individually or collectively, was done willfully or in a grossly negligent manner</b>	<b>Suspension or revocation and an administrative penalty of \$500 to \$1,500 per violation</b>
<b>2<sup>nd</sup> occurrence – violation(s) of the Act, Rules, and/or USPAP that do not, individually or collectively, constitute evidence of a serious inability or unwillingness to comply</b>	<b>Administrative penalty of \$500 to \$1,500 per violation with requirement to take remedial course work and/or to adopt preventive policies and procedures</b>
<b>2<sup>nd</sup> occurrence – violation(s) of the Act, Rules, and/or USPAP that, individually or collectively, constitute evidence of a serious but remediable deficiency</b>	<b>Administrative penalty of \$500 to \$1,500 per violation plus requirement to take remedial in-class course work and to adopt preventive policies and procedures</b>
<b>2<sup>nd</sup> occurrence – violation(s) of the Act, Rules, and/or USPAP that, individually or collectively, were done willfully or in a grossly negligent manner</b>	<b>Revocation and administrative penalty of \$1,500 per violation</b>
<b>3<sup>rd</sup> occurrence – violation(s) of the Act, Rules, and/or USPAP that do not, individually or collectively, constitute evidence of a serious inability or unwillingness to comply</b>	<b>Administrative penalty of \$1,000 to \$1,500 per violation with requirement to take remedial in-class course work and/or to adopt preventive policies and procedures</b>
<b>3<sup>rd</sup> occurrence – violation(s) of the Act, Rules, and/or USPAP that, individually or collectively, constitute evidence of a serious but remediable deficiency</b>	<b>Administrative penalty of \$1,500 per violation and/or revocation or suspension for up to 180 days with requirement to take remedial in-class course work and to adopt preventive policies and procedures</b>
<b>Unlicensed activity</b>	<b>Administrative penalty of \$1,500 to \$5,000</b>